



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RESEARCH SPECIALIST

Job Number: 20001845

Job Code: 96440V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 05/16/1984

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex and technical research to project the impact of and to formulate plans for developing economic, environmental, transportation and human resources projects; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, economic geography, urban planning, public administration, business administration, planning, environmental planning, statistics or other related areas.

EXPERIENCE:

Must have three years experience in economic planning, environmental planning and/or impact research, statistics, public and/or business administration or related areas.

Substitute EDUCATION for EXPERIENCE:

Additional education in one of the above or related fields will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Additional related experience will substitute for the college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides basic economic analysis to management level staff relating to long term economic and development planning. Coordinates inter- and intra- agency interactions on projects involving federal agencies, local agencies, private enterprises and other outside groups. Writes department annual reports, monthly trends and news releases. Evaluates agency programs and procedures regarding agency authority and responsibilities under law. Supervises impact analysis studies pertaining to existing and proposed regulations. Coordinates a variety of tasks of a problem solving nature for management level staff. May identify areas needing research, legislative revision or regulating action.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.